

Super Charge Your Education!

HOW TO BE ORGANIZED IN COLLEGE



Follow the Syllabus

The syllabus is actually a contract between you and your instructor. Listed there are the assignments you are responsible for and when they are due. Use the syllabus to your advantage so you aren't taken by surprise and make note of all the deadlines from day 1.

Keep a Planner

Wall calendar, pocket calendar, monthly/weekly/daily calendar, calendar app, Google calendar, student planner, daily to-do list. There are a lot of different types of planners to choose from. The type of planner isn't important; using it is. Starting an excellent system is easy. What is vital is that you actually stick with it. USE the planner. *Every. Single. Day.*

Planner Tips:

- Keep your planner with you at all times so you can write down everything. Professor changes the deadline for the assignment? Change it in your planner right there in class.
- Use colorful pens or highlighters. Use a different color for extracurricular events, tests, study groups, etc.
- Include these items and more in your planner—class times, important dates from your syllabi, exercise times, meetings with professors and tutors, club meeting times, dorm move-in/move-out dates, work schedule, payment due dates.

While having a calendar is the bare minimum for being organized, having a to-do list will really take things to the next level.

Ransom Patterson
College Info Geek

- Add a daily TO-DO list in addition to your regular planner or calendar. The calendar is for deadlines and events, while the TO-DO list is for breaking deadlines down into tasks. Daily tasks that might go on the TO-DO list include homework assignments, cleaning your dorm, cooking meals, and running errands.
- On the first of the month, take time to go through all your syllabi and write down any big assignments due that month. On Sundays, write down all the big tasks you have for the week. And at the beginning of each day, create a daily TO-DO list.
- Check your campus email multiple times a day for updates that need to go in your planner.



Planners are a way to take control in a world that can seem out of your control in every other way.

Tia Nanjappan
Student, UNC Chapel Hill

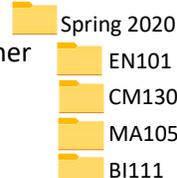
Making checklists, to-do lists, assignment lists, guideline lists, any type of list that helps me visually see my assignments being marked out helps me stay organized!

--Senior education major & ARC writing tutor

Keep Your Course Materials Separate

Classes create a lot of paper and digital files--class notes and handouts, papers, and assignments saved electronically. That's a lot of loose papers that can get lost and digital documents that can be hard to find. **Two words—binders and folders.**

- **Binders**—Don't mix classes in one notebook or keep loose sheets in your backpack. Instead, keep a binder or notebook for each class, or one for MWF and another for T/TH classes, with section dividers and pockets. Always take the binder to class with you, put handouts in the right place immediately, and keep class notes in the correct place.
- **Folders**—No matter what you are using--Google Docs, laptop, flash drive or other storage device, you need folders and subfolders. Try this system ⇨



Advice for Organizing Other Areas of Your Life

For advice on other areas of your life such as organizing your desk, doing laundry, handling email, exercise, sleep, and cleaning: <https://www.takeyoursuccess.com/how-to-get-organized-in-college/>

References

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